

INTRODUCTION

Hello there. On behalf of Secretary of State Terri Lynn Land, I would like to thank you for your hard work and dedication at Michigan's polling places on Election Day. Your diligence is valued and your commitment to excellence keeps our voting process moving smoothly. Simply put, Election Day would not be a success without you.

This video demonstrates how to set up and operate the AutoMARK Voter Assist Terminal, a new piece of technology that you'll have in your polling place on Election Day.

Federal law requires every state to provide voters with disabilities the opportunity to vote with or without assistance, whichever they prefer. And to meet this requirement, Michigan has placed AutoMARK terminals in polling locations all across the state. This means that your polling place will have at least one AutoMARK, and by the time this video is over, you'll know how to assemble and test it, how voters use it to mark their ballot, and how to take it down after the polls close on Election Day.

It's important to note that although the AutoMARK is designed for voters with disabilities, any voter can use it at his request.

Here's what we're going to cover today. We'll teach you how to set up the AutoMARK Voter Assist Terminal, you'll learn how to test the AutoMARK, how to use it, and how to mark a ballot. You'll learn troubleshooting skills. Then you'll learn how to take the AutoMARK down at the end of the day.

SET UP

How to Set Up the AutoMARK

Remember, you are required by federal law to have at least one AutoMARK in each polling location. Polling places that have more than two precincts will have more than one AutoMARK. For example, if you have one or two precincts in your polling place, you will have one AutoMARK. If you have three or four precincts in your polling place, you will have two, and if you have five or six precincts in your polling place, you will have three.

If you do have more than one precinct in your polling location, the AutoMARK must be accessible to voters from all precincts, but it cannot be placed in a hallway or separate room.

Your first step is finding an appropriate space for the AutoMARK in your polling place. It must be in the same room as the rest of the voting stations.

Keep the voter's right to privacy in mind when deciding where to set up the AutoMARK. Do NOT place it in the center of the room or where other voters can see the screen. The

screen should always face away from the processing area, so that the voter's choices cannot be seen by anyone other than the voter. Also, be sure to leave at least five feet on all sides of the table so voters who are wheelchair users will have unobstructed access to the AutoMARK. Also, you'll need to make sure that there's an electrical outlet nearby.

The next step is setting up the table specifically designed for the AutoMARK. Turn the table over and remove the legs clamped on the underside. Fit each leg into a slot. When all four legs are attached, turn the table over, set it near the electrical outlet and put a chair at the table for voters who want to mark their ballot while sitting down. The table is marked with the word 'front' to indicate which way to set it up. It's important to decide where you want the AutoMARK to be located before you put it on the table.

Next, take the AutoMARK out of its case. To do this, lay the case flat on the floor. Unclip the hinges on each side and lift the lid. The AutoMARK is heavy, so you'll need two people to remove it from its carrying case, one on each side. Remember to bend your knees while lifting. Place the device on the table so that the screen cannot be seen by anyone else in the polling place.

Plug the power cord into the back of the AutoMARK and then into the electrical outlet. Depending on your setup, you may need an extension cord. Be sure the cords are not damaged. If you notice any damage, contact your clerk immediately. You may want to tape down the cord or in some way cover it so no one will trip over it.

Next, make sure the terminal's serial number, and the seal number used to secure the flash card, agree with the numbers recorded by the clerk on the Preparation Certificate. The certificate is located in the front of the poll book. The serial number on the terminal can be found on a tag at the back of the AutoMARK. The seal number is on the seal used to secure the flash card panel on the front left side of the AutoMARK.

To open the AutoMARK, slide the top latches out to the sides. Lift the small lid flap and tilt it back until it rests on top of the AutoMARK. Then lift the larger flap away from you, revealing the touch screen. Lift up on the back of the touch screen and pull it toward you, then close the lid flap behind it. The touch screen can be tilted at different angles for the viewer's comfort.

Below the touch screen you will find the ballot feed tray. Lift it up and out so ballots can be fed into the slot.

Let's review:

- The AutoMARK should be accessible to everyone.
- Choose the location carefully.
- When setting up, remember voter privacy.
- You will first assemble the table.
- Use two people to lift the AutoMARK from its case and place it on the table.
- Match the serial and seal numbers with the poll book.

- Open the AutoMARK step by step.

TESTING

Now let's see how to test the AutoMARK.

Before you open the polls, you will need to test the AutoMARK to make sure it's working properly. Each ballot style issued in your precinct must be tested on all AutoMARKs in your polling location. In other words, if you are responsible for issuing more than one style of ballot to the voters in your precinct, you will need to test each ballot style in each AutoMARK in your polling place. Some polling locations may have more than two precincts in them, and that will mean more than one AutoMARK device in those locations.

To begin testing, insert the mode switch key -- the key that operates the AutoMARK -- and turn it to 'Test.'

The screen will be blank for about a minute, then the Main Menu will appear.

Your clerk will have given you blank test ballots for testing the AutoMARK. Press 'Test Ballot Print' on the Main Menu, then insert the test ballot according to the instructions in the 'Election Inspectors' Guide for the AutoMARK Voter Assist Terminal.'

The AutoMARK will mark every available oval or arrow, known as the 'vote position'. When the ballot is returned to you, make sure that 1) all the vote positions on the ballot have been marked, 2) the marks fall within the target area of each vote position, instead of falling outside of the oval or ends of the arrow, and 3) the name of each candidate printed on the ballot matches the name printed by the AutoMARK. The device will also mark the 'yes' and 'no' vote positions for proposals.

If you have any problems, contact your local clerk immediately.

When you have finished the test, DO NOT run the ballot through the optical scan tabulator. Instead, put all test ballots in the #3 envelope, addressed to your local clerk.

Now, turn the key to the 'on' position. The words "Insert your ballot" will appear on the touch screen. To make sure the audio is working, put the headphones on and plug them into the AutoMARK. Once you hear the device say, "Please insert your ballot," unplug the headphones, remove the mode switch key and secure both of them behind the processing table. That's where you'll keep the key until it's time to take down the AutoMARK, and where you'll keep the headphones until a voter requests to use them.

Finally, attach the table's privacy hood. The privacy hood is a plastic cover which comes flattened for transport. Put the hood together by sliding the tabs on the back flap into the slots, then set the hood on the table so that the bottom tabs fit into the grooves. The AutoMARK is now ready for use.

To review:

- Test each ballot style on each AutoMARK.
- Insert the key to turn it on.
- Press test ballot print and insert the ballot.
- Check the test ballot to make sure the AutoMARK is calibrated correctly.
- Call the clerk if you have any problems.
- Test the audio in the headphones.
- Attach the privacy hood.

Now let's see how to use the AutoMARK.

HOW TO USE THE AUTOMARK

When voters arrive at your polling place, they can ask to use the AutoMARK. Remember, anyone can use the AutoMARK, not just voters with disabilities. If the voter asks for assistance, two election workers from different political parties must help her. Federal law allows the voter to bring a friend or family member if he needs help due to blindness, disability, or an inability to read or write. That person cannot be the voter's employer, an agent of his employer, or an officer or agent of the union he belongs to. If you have any questions, see the 'Assisting Voters Cast Ballots' section of the flip chart called the 'Election Inspectors' Procedure Manual'.

You will give voters using the AutoMARK a ballot inside a special secrecy sleeve. The AutoMARK sleeve is equipped with Velcro attachments and a Braille overlay that includes instructions. If voters request them, you may also give them the headphones. Remind them to unplug the headphones if they are not using them so their choices cannot be heard by other voters.

Before the voter gets started, he can adjust the viewing screen to a comfortable angle. Then he presses the Velcro strips on the secrecy sleeve against the strips on the device and guides the ballot into the ballot feed tray. The AutoMARK pulls the ballot from the sleeve.

After a few moments, the voting instructions appear on the screen. The voter can read through them or put on the headphones and listen as a voice reads them aloud. The voter can enlarge the text using the 'zoom in/out' button at the bottom of the screen, or use the 'high contrast' button to change the screen to white letters on a black background.

Now, let's see how the voter navigates through the ballot. Touching the screen directly is one way. The buttons at the bottom of the screen include a 'Next' button that advances the ballot to the next screen, and it will flash when the voter is ready to move on. The 'Back' button returns the voter to a previous contest.

To make a selection, he presses the vote position next to the candidate's name, presses the candidate's name, or presses anywhere along the line where the name is listed. Make sure the oval is filled in before moving on.

The voter can also use the keypad. The 'Right' arrow key – labeled 'forward' - takes him to the next contest, while the 'Left' arrow key – labeled 'back' - returns to the previous contest.

The keypad, labeled with Braille, includes several other helpful keys. Pressing the 'repeat' key repeats the last item the voter heard through the headphones. The 'tempo' key speeds up or slows down the reader's voice, and the 'volume' key makes the reader's voice louder or softer.

The voter can turn off the touch screen by pressing the 'screen' button. Touching the 'screen' button again returns it to use.

The 'up' and 'down' arrow keys on the keypad allow the voter to scroll between voting choices. Pressing the square 'select' key makes the selection.

The AutoMARK alerts the voter if he tries to make more selections than allowed in a race or on a ballot proposal. He can also choose not to vote on a particular race or proposal, although the AutoMARK will ask if he intended to skip that contest.

The voter can also vote for a 'write-in' candidate. To vote using the touch screen, he selects the 'write-in' button. Using the keyboard on the touch screen, he spells the name of the candidate. The voter can check the screen to confirm the name is entered correctly, and then touch 'OK' to confirm the write-in. The write-in line becomes highlighted in yellow, the vote position is marked, and the name of the write-in candidate is displayed.

The voter may also use the keypad arrows to write-in a candidate. To do this, he selects 'write-in' for any contest. Then he can select the letters that spell out the candidate's name, using the 'up' and 'down' arrow keys to scroll through the letters of the alphabet as they are read through the headphones. The voter presses the 'Select' key when he hears the correct letter, and when finished, he hears the name read back to him through the headphones. When he's satisfied with his choice, the voter presses the 'right arrow' key to proceed to the next contest.

The AutoMARK also lets the voter change his mind before taking the ballot to the tabulator. He can make changes in two ways. He can toggle between choices, or he can touch his previous choice to clear it and then make a new choice. If the voter has moved past that contest, he first presses the 'back' button on the touch screen or the 'left arrow' key on the keypad until he reaches the race where he wants to change his vote. Then, he makes his new selection. The voter also has the chance to make changes just before the ballot is marked.

When the voter reaches the end of the ballot, a summary of choices appears on the touch screen. He can still go back and change his vote in any contest. Using the 'down arrow' key on the keypad, he highlights the race he would like to change and then presses the square 'select' key. Or he can touch the race directly on the touch screen. Doing this returns the voter to the race so he can then make changes. The 'next' button on the touch screen or the 'right arrow' key on the keypad takes him back to the summary screen.

Let's review:

- Any voter can use the AutoMARK.
- You should give voters a special secrecy sleeve.
- The touch screen is adjustable.
- Voters can use the touch screen or the keypad to make their choices.
- They may also write in candidates.
- Voters can change their choices before they print.
- The summary screen allows voters to review their choices.

MARKING THE BALLOT

How the AutoMARK marks the ballot.

When the voter is ready for the AutoMARK to mark his ballot, he selects the 'next' button on the touch screen, and then the 'Mark Ballot' button. Or if the voter is using the keypad, he will press the 'right arrow' key and then the 'select' key, which instructs the AutoMARK to mark the ballot.

After the ballot is marked, it ejects into the voter's special secrecy sleeve. If he wants to review his choices, he can either review the ballot visually if he's able to do so or reinsert the ballot into the AutoMARK. However he will not be able to make any changes to that ballot.

If he changes his mind or has made a mistake, the voter can ask for a new ballot. If he does, the first ballot will be marked as 'spoiled.'

When the voter is satisfied, he takes the ballot to the optical scan tabulator so that his votes may be counted.

To review:

- The 'Next' button, followed by the 'Mark Ballot' button, will mark the ballot.
- Voters may also mark their ballots using the 'right arrow' and 'select' keys on the keypad.
- They may review the ballot visually or reinsert it into the AutoMARK.
- Voters can ask for a new ballot and the first one will be marked as spoiled.

TROUBLESHOOTING

Troubleshooting the AutoMARK.

If the ballot jams at any point during the day, you will need to remove the ballot. To do this, you either need to open the top lid or the rear panel. To open the top lid, tilt the touch screen forward until it is out of the way. Rotate the lid back to reveal a tray located inside the recessed area of the AutoMARK. The tray has a tab on each side. Push those in and lift the tray out. The ballot may be located beneath the tray.

The rear panel has one tab. Push it toward the center of the AutoMARK and remove the panel. The ballot might be visible underneath the panel.

Using the voter's secrecy sleeve to cover the ballot, discreetly pull it out. If the jam occurred during voting, allow the voter to review the ballot. If the ballot is blank and in good condition, instruct the voter to re-insert it into the AutoMARK. If the ballot is damaged, folded or marked, issue the voter a new ballot and mark the old ballot 'spoiled.'

If you are unable to remove the ballot or have any other problems, contact your local clerk. Even if you are able to remove the ballot, that may not fix all problems. When reporting an equipment failure, you will need to provide your clerk with the error message that is printed on the AutoMARK audit log. To view that message, follow these steps:

- Turn the Mode Switch Key to the Test position.
- On the touch screen, select the 'System Maintenance' button.
- Enter your password (VOGUE) and select 'OK.'
- Select 'View/Download Log File'.
- Then select 'View Scan Log'.

The audit log contains a record of each error that occurred during this election. The most recent error message will appear at the top of the log. You may either read the message to the clerk off the touch screen, or, if you prefer, you may print the log first.

To print the log, lift the ballot feed tray flap and insert a blank piece of paper manually beneath it. Try to insert the paper further to the left in the opening instead of centering it. That will help prevent the paper from jamming.

Now select 'Print File.' After the log has printed, select 'Done.'

In review:

- If the ballot jams, you may locate it by lifting the top lid and removing the inside tray.
- If the ballot is not visible inside the tray, it may be wrapped around a roller. Remove the rear panel so that the ballot can be removed from the rear of the device.

- Intact unmarked ballots can be reinserted or a new undamaged and unmarked ballot can be issued.
- You may need to provide your clerk with the error code in order to diagnose the problem.
- You may read the error code off the screen.
- Or you may print the audit log.
- Call your clerk if you have any additional problems.

TAKE DOWN

Taking the AutoMARK down at the end of the day.

Once the polls have closed and the last voter has voted, it's time to take down the AutoMARK. To do so, you'll reverse the steps you took to set it up.

Remove the hood from the AutoMARK table, fold it up and store it as directed by your clerk. Using the mode switch key, turn the AutoMARK 'off', remove the key and safely store it for return to your clerk. Lift the ballot feed tray up and then slide it into place. Open the lid, push the touch-screen monitor down into the available space, and close the lid above it. Then slide the lid latches in. Unplug the power cord from the wall and from the back of the AutoMARK, then put it in the carrying case.

Place the headphones into the AutoMARK carrying case. Using two people, carefully set the AutoMARK back into its carrying case, close the lid and latch it.

Finally, remove the legs from the table and snap them into place.

Place the table, legs and privacy hood in their box and close it up.

To review:

- To put the AutoMARK away, reverse your steps.

REVIEW

Now let's review what we've learned today.

Q & A

Q. If a voter using the AutoMARK asks for assistance, who can help?

A. Two election workers from different political party affiliations can help the voter. He can also bring in a friend or family member if he's requesting help because of blindness, disability, or inability to read or write. That person cannot be the voter's employer, an agent of his employer, or an officer or agent of the union he belongs to. It's important to note that election workers should not be involved in the actual voting process unless the voter specifically asks for assistance.

Q. We don't have any voters with visible disabilities in our precinct. Do we still have to use the AutoMARK?

A. You are required by federal law to have the AutoMARK available for use on Election Day.

Q. There's more than one AutoMARK in our polling place. Do we have to test our ballot in each one?

A. Yes. Precinct boards must test all ballot styles issued in their precinct, on each AutoMARK assigned to their polling location.

Q. Why is the AutoMARK required?

A. Federal law requires each state to give voters with disabilities the opportunity to vote a secret ballot without assistance. It is mandatory in all states and in all elections, not just federal elections.

Q. Who can use the AutoMARK?

A. Any voter can use the AutoMARK.

Q. Should the test ballots be tabulated?

A. No. They should be placed in the #3 envelope addressed to the local clerk.

Q. Are we supposed to question voters on their type of disability if they ask to use the AutoMARK?

A. No. Anyone can use the AutoMARK at their request. Voters do not have to disclose a disability.

Q. Should we keep a record of who used the AutoMARK?

A. No. You should not record the names or numbers of voters who use the AutoMARK.

Q. Should all voters who use the AutoMARK be given the Velcro secrecy sleeve with their ballot?

A. Yes. The specially designed sleeve should always be used when a voter asks to use the AutoMARK.

Q. Can the AutoMARK be set up in another room?

A. No. It must be set up in the voting area.

Q. Does the AutoMARK count the votes?

A. No, it just marks the ballot. The optical scan tabulator does the actual counting.

For more information, contact your local clerk or visit our Web site at Michigan.gov/sos.

Michigan Secretary of State Terri Lynn Land thanks you for doing your part in helping Michigan vote. Your dedication and commitment to excellence ensure that all of Michigan's voters can exercise their right to vote.